

AT2000
Fixed Assets Inventory Tasks

FAI-7 revised

I. Pre Inventory Steps.

1. Obtain currents maps for each location and ensure all rooms have a numeric or alpha designation.
2. Notify location/department directors of inventory dates.
3. Ensure scanners have been charged.

II. Inventory Steps

- A. Go to location and accomplish the following one department at a time.
1. All assets in the room that meet the definition of a fixed asset should be tagged with a fixed asset bar code.
 2. All assets that are tagged with a bar code will be scanned using the **SCAN** program.
 3. If assets are not tagged, and should be tagged with a bar code label, scan using the **LOAD** program. You will then be prompted to add description, class and sub-class codes and serial number.
 4. If an asset has a damaged bar code label it will be scanned using the **CONVERT** program and a new bar code label will be attached to the asset.
 5. Check rooms off on the map as they are completed and go to the next room. **REMEMBER TO CHANGE DEPARTMENT AND/OR ROOM NUMBER ON SCANNER!**
 6. Return to office and UPLOAD scanned data.

III. Upload Scanner Steps.

- A. Click on **Asset Trak 2000 ICON**.
- B. Plug scanner into PC cable.
- C. On **Asset Trak 2000** main menu click on “**UPLOAD PORTABLE SCANNER**”.
1. Ensure scanner is powered on and on the main menu screen.
 2. On the next screen click on **APEX**.

Note:** Scanner upload program looks at all 3 applications (Scan, Load, Convert) on the scanner for data. If an application was not used during the scanning process you will receive an error message indication no file found and the scanner screen will show Error ***44. Click OK on the PC and continue.

- D. After the entire site has been scanned move on to the reconciliation process.

IV. Reconciliation. Download and import the master files from MUNIS.

- A. Download files from MUNIS based on inventory cycle criteria established. Once download file has been created on MUNIS it will be named **dnload.txt**. The path to export the file to the AT2000 directory on C: (**using FTP**) is usually: **PC: C:/at2000/dnload.txt** and **UNIX: /fms/munis /spooldir/dnload.txt** Ensure you mark for file to be **ASCII** format.

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- B. Once the file has been created and downloaded, open Asset Trak 2000 and follow the below steps:
 - 1. On the main menu for ASSET TRAK 2000, go to **IMPORT FILES** and click. On the next screen place a check by **Master File** and then click **IMPORT FILES**. Once completed click on **Return to Main**.
 - 2. Next, click on **MASTER ASSETS, RECONCILE, ALL, Begin Reconciliation**.
 - 3. Once completed return to main menu on Asset Trak 2000 and go to **Generate Reports**.
- C. Exception reports: Print each report from **Reconciled Exceptions** and begin reconciliation.
 - 1. Added Assets
 - 2. Missing Assets

V. Reconciliation Steps.

- A. Added Assets Report.
 - 1. All records without a description and serial number will be looked up on the host system by Asset ID number.
 - a) If record is found update the location code on MUNIS record. Delete the record from **Master Assets** before exporting file for upload. If the record is uploaded it will error out through the MUNIS process. It will not post a double record.
 - b) If no matched record is identified on MUNIS
 - 1) Check the "Work File" on MUNIS, if there is a pending record for the asset, complete the "Work File" record by entering the asset tag number, serial number and other asset information and post. Next delete the record from **MASTER ASSETS before** exporting file for upload.
 - 2) If record should upload as a new asset record complete all required fields on asset record such as description, class, subclass, acquisition cost, estimated life, acquisition date, manufacture etc.
 - 2. Missing Report.
 - a) Print missing report
 - b) Return to location and try to find assets.
 - c) If asset is found scan the asset bar code. Upload to additional scanned records. **DO NOT CLEAR STATUS from existing file records.** Click **RECONCILE**. * See note on page 15 of Asset Trak 2000 manual.
 - d) Run new missing report.
 - e) At the end of reconciliation a final missing report will be produced and forwarded to location/department directors for a final resolution.
 - 3. If during the reconciliation process you decide the masterfile that was downloaded is not correct, from Asset Trak 2000 **UTILITIES, FILE MAINTENANCE, DELETE MASTER ASSETS**. Return to MUNIS, define and download a new master file and reconcile again. **** DO NOT DELETE YOUR SCANNED FILE!**

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VI. Export Master file to MUNIS

- A. Once the Location/Department inventory is completed and reconciled, upload to MUNIS.
 - 1. From Asset Trak 2000 menu choose **EXPORT FILES**, click on **Master File, EXPORT FILES**. Exported file will be named upload.txt and will reside in the AT2000 directory on the C: drive.
 - 2. **Use FTP** to move file to UNIX for uploading into MUNIS. Paths should be as follows: **PC: c:/at2000/upload.txt UNIX: /fms/munis/spooldir/upload.txt**
- B. Before starting the next location/department return to AT2000 software and delete all Master and Scanned Assets. See page 27 of **Asset Trak 2000 manual**, item #16.

GO TO NEXT LOCATION AND BEGIN PROCESS AGAIN.